

MEMORANDUM FOR: (Name of Individual being Appointed)

FROM : (Name of Appointing Officer)
(Title of Appointing Officer)

SUBJECT : Appointment as Designated Coding Officer

REFERENCE : Office of Finance Notice No. 5-77

1. Effective Date and Scope of Appointment

Effective (Date) you are appointed a Designated Coding Officer for obligating documents that:

- a. do not otherwise require the signature of an Authorized Certifying Officer and
- b. pertain to activity for which this office has responsibility for the certification of the related expenditures in liquidation of the obligations.

2. Duties Covered by this Appointment

As a Designated Coding Officer your duties are to act for me in determining and assuring that prior to the entry of obligation data to the Agency Financial System data base the information reflected by obligating documents (as described in paragraph 1, above) is complete, correct and valid with respect to:

- a. amounts of obligations,
- b. coding to identify whether DCI certification will be required for expenditures in liquidation of the obligation,
- c. subobject classes,
- d. project numbers and
- e. all other coding data.

(Signature of Appointing Officer)